

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
433-04      **Effective Date:**  
09/18/2017

**Subject:**  
Career Development

**Approved by:**

A handwritten signature in black ink.

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish a Career Development Program (CDP) available to all personnel of the Farmington Police Department.

### POLICY:

It is the policy of the Farmington Police Department to foster the improvement of personal skills, knowledge, abilities, and overall wellness of department personnel through the CDP so they may successfully perform agency tasks and fulfill career goals.

### PROCEDURE:

The CDP is voluntary and is designed to highlight specific opportunities for individual growth at all levels and to improve overall job satisfaction and performance.

The overall objectives of the CDP are to provide training and counseling so that employees may attain short term and long term career goals. The program utilizes internal and external trainings, and various personal development opportunities through the aid of the Employee Development Advisor.

The CDP is monitored by the Employee Development Advisor under the supervision of the Training Division supervisor. The Employee Development Advisor maintains resources and continually seeks out trainings and opportunities that can benefit officers in their personal and professional lives.

### **Career Development Program Components:**

The CDP is designed to create awareness and foster participation into programs focused on the employee's overall health, wellbeing, and career growth. Employees begin this development process as soon as they are hired. Every new employee is given a mentor when they start their career for an extended amount of time. The FPD Mentor Program is designed to help expedite the acclimatization of individuals into the department, provide individuals the tools and knowledge for successful development, and promote the core values of the agency. See policy 433-07 Mentor Program for further information.

Another aspect of the CDP is overall fitness and health of the employee. The Employee Development Advisor is responsible for locating and promoting various educational opportunities focused on physical fitness,

nutrition, and mental health. Officers will also be required to participate in bi-annual physical fitness testing as prescribed in policy 422-03 Fitness/Wellness.

The CDP also focuses on promoting continuing education. The Employee Development Advisor actively seeks out opportunities and resources for employees. These may include developing partnerships with colleges and universities, identifying potential scholarship opportunities, scheduling school representatives to meet with employees, and directing employees to various resources to help answer questions.

The department's bid system for Patrol coincides with the college semesters to make educational endeavors possible. This enables officers to bid shifts and days off to accomplish their educational needs. Employees wishing to pursue educational opportunities are eligible for tuition reimbursement in accordance with City Personnel Rules, Section 25A-8-32. Officers are paid for college credits and degrees earned from accredited colleges or universities prior to and during employment in accordance with City Resolution No. 88-569. In accordance with City Personnel Rules, Section 25A-8-31, an employee may apply for educational leave. If approved by the City Manager, the employee may take leave without pay for a period of not more than one year to pursue educational opportunities.

The Employee Development Advisor is responsible for finding and scheduling various trainings that are directed towards the career development and the overall wellness of the employees. This is done by utilizing the briefing training opportunities during the shift overlap day each week. The Employee Development Advisor will maintain the briefing training calendar and work with the different divisions of the department to ensure that scheduling conflicts do not occur and information is being properly disseminated.

Current listings of training opportunities are made available to all officers by the Training Unit. A list of available training schools, classes, workshops, and seminars are posted through PowerDMS. All employees are encouraged to avail themselves of these training opportunities.

It is recommended that employees develop a written career plan with goals ranging from short to long term. Through use of this plan, the Employee Development Advisor or a supervisor may assist the employee in selecting college classes and other available training. During the annual performance evaluation supervisors and employees review the individual employee's training record and written goals. This is accomplished during the evaluation interview to properly assess the employee's progress toward the achievement of their career objectives. The employee should feel free to change career focus should a new interest arise.